



Department of Facilities Management
 2096 Gaither Road, Suite 200, Rockville, MD 20850
 Telephone 240-314-1090 Fax 240-314-1037

School Energy Shut Down Checklist (Winter Break)

Name of Checker:	School:	Date:	Time:
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STATUS	DONE
Carefully verify the accuracy of the School and Community Use (ICB) Schedule over the break. Some groups may not meet over the scheduled break. If there will be no actual activities over break, please notify Energy Management to schedule the building as "Unoccupied" during this time.	
All refrigerators, personal and shared staff, should be cleaned out, unplugged and door propped open.	
All kitchen exhaust and ceiling fans TURNED OFF except when needed	
Check thermostat set point: Maximum heating level, 70 degrees	
All interior lights TURNED OFF in unoccupied areas.	
Blinds closed	
Office and classroom computers SHUT DOWN (no green lights). Exception: This does not apply to LAN servers and cafeteria computers.	
All other unnecessary equipment TURNED OFF.	
All home economic appliances turned TURNED OFF including refrigerators (clean and empty before leaving to avoid safety/health hazard from possible spoiled food.)	
Check (and reset) all time clocks for security and parking lot lighting.	
Check and report any water fixtures that leak or run water constantly.	
All water fountains unplugged except one.	
All appliances without memory to be unplugged.	
All dumpster doors completely closed and locked. Dumpster lids secured with locked gravity bar.	

Pony/ fax ((240) 314-1037) completed form for credit towards a Great Energy Mgmt. Award!